DEPARTMENT OF THE ARMY
HEADQUARTERS, 1st INFANTRY DIVISION and FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-7000

REPLY TO
ATTENTION OF

CG Policy Letter 13

AFZN-SO

OCT 01 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV) and Specialty Vehicles Policy Letter (Safety)

1. References:

a. DODI 6055.4, DOD Traffic Safety Program, 20 July 1999

b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006

c. AR 385-10, Safety, 23 August 2007

d. AR 600-55, The Army Driver and Operator Standardization Program, 18 June 2007

2. Applicability: This policy applies to anyone operating or riding on a motorcycle, moped, motor scooter, ATV or specialty vehicles on Fort Riley as well as all Fort Riley Soldiers operating or riding a motorcycle, moped, motor scooter, ATV or specialty vehicles off post. This policy also applies to all Department of Defense (DoD) civilian personnel in a duty status, on or off Fort Riley and all persons in or on a DoD-owned motor vehicle. For the purpose of this policy Dirt Bikes are considered motorcycles.

3. Policy: Motorcycle, moped, motor scooter, ATV and specialty vehicle operations is a high-risk activity. Far too many Soldiers, Family members, and civilian employees continue to be injured in preventable accidents. We must all do everything we can to help motorcycle riders ride safely and responsibly. Soldiers injured in a motorcycle, moped, motor scooter, ATV or specialty vehicle accident who, are not in compliance with this policy may be found NOT in the line of duty, which could significantly affect their ability to receive compensation for their injury.

4. All units, directorates, and tenant activities will include this policy as part of their unit/activity Safety Program. The contents of this policy will be briefed to all personnel and displayed on all unit and directorates permanent bulletin boards. The Director of Contracting will ensure contractors receive a copy of this Policy Letter and understand their responsibility to comply.

a. Mentorship Program: All installation and partnered units' commanders will establish Motorcycle Mentorship Programs within their commands. The Mentorship Program is designed to enhance and encourage on-going rider education and skills development, foster camaraderie among riders and lead to reduced potential of motorcycle mishaps. The intent of this program is to have the more experienced riders train and mentor newer and inexperienced riders. The more experienced riders will serve as examples and role models for newer inexperienced riders by emphasizing key motorcycle, dirt bike and ATV fundamentals, promoting adherence to the Army, installation, local and state regulations and laws. This will enhance an environment that is conducive to the transfer of valuable experience and knowledge. Commanders and civilian directors will appoint, as an additional duty, a motorcycle/ATV advisor with oversight responsibility of the mentoring program. The advisor will be a motorcycle/ATV operator of sufficient experience (but not necessarily of higher grade or position) to effectively manage the mentorship program. The Installation Safety Office in partnership with these representatives will develop the Fort Riley Motorcycle Mentorship Program plan. This plan will provide guidance to leadership on implementation of a consistent program post-wide.

b. Licensing: All personnel entering Fort Riley will have all appropriate documentation on their persons while operating motorcycles, mopeds and motor scooters. Mini-bikes, pocket bikes, and similar vehicles do not meet Federal highway safety standards and therefore will not be operated on installation roads. Specialty Vehicles will be operated and licensed IAW AR 385-10, para 11-4m and AR 600-55. All motorcycles, mopeds, and motor scooters must be licensed and registered by appropriate civilian authorities for highway use in order to be operated on Fort Riley. In addition to the requirements below, if state or local laws require special licenses to operate motorcycles, mopeds, motor scooters, or ATVs those licensing requirements will apply on Fort Riley. All personnel, to include military, civilian or contractor that operate government owned motorcycles, mopeds, motor scooters, ATVs, or specialty vehicles will be licensed IAW AR 600-55. Riders who hold only a valid State instruction (learners) permit must be accompanied by an adult who has a valid State license with motorcycle endorsement and who is riding another motorcycle in the general proximity of the new rider. All military personnel who operate a motorcycle, moped, motor scooter, or ATV will possess a Motorcycle Safety Foundation (MSF) or ATV Safety Institute (ASI)/Motorcycle Safety Foundation certification card prior to operating a motorcycle, moped, motor scooter, or ATV. Civilian and contractor employees will possess a MSF or ATV Safety Institute (ASI) certification card prior to operating a motorcycle, moped, or motor scooter, or ATV on post. The Garrison Commander is the delegated authority to grant exceptions to the requirement to possess an MSF certification card during special events or functions for Non-Resident Riders. This delegation authority does not release riders from the requirements of personal protective equipment and clothing.

c. Training:

(1) The Army standard motorcycle rider's course is an MSF-based Basic Rider Course (BRC). All operators are required to take the BRC regardless of skill levels that have not attended an MSF-based BRC course. Operators that have attended an MSF-based BRC or ERC, will show proof of attendance, certificate or rider's card. Commanders and directors are not authorized to waive or defer the training except in paragraph b. Licensing.

(2) Validation of this training will be presented to Vehicle Registration before a registration decal will be issued. If courses have been completed somewhere other than Fort Riley, the operator will check with the Fort Riley Installation Safety Office (ISO), (785) 239-2514, to determine if the course is an approved course.

(3) Training will be provided free-of-charge in the following order: active duty personnel, active duty Family members, Department of Defense employees, retired military personnel, reservists, multi-year contract employees working on Fort Riley, and retired military Family members. Soldiers and DoD Employees will not be charged leave to attend training. Commanders, directors, senior managers and multi-year contractors will establish a signal POC that provides the ISO request for training. Commanders, directors, senior managers and senior multi-year contractor managers must approve request for training. Request for training that does not meet the above will be disapproved. Refresher training is required not later than four years from the issuance date on the certification card for all riders. The following training courses will be offered:

(a) Basic Riders Course: This class is primarily for operators that have not attended an MSF-based course. However, BRC is ideally suited for new motorcycle operators or riders who have purchased a different motorcycle and seek training to become better able to operate the new machine. The BRC is also good for riders who have not ridden for some time and are returning to motorcycle riding, even if their BRC card is still valid.

(b) Experienced Rider Course: This class is for operators currently in possession of a valid state license with motorcycle endorsement, who have successfully completed the Basic Rider Course and have at least six months experience.

(c) All-Terrain Vehicles (ATV): Operators must complete an ATV Safety Institute ASI/MSF approved operator course or provide documentation of successful completion of course within the past four years.

(4) All Fort Riley personnel completing the BRC must complete the ERC with the motorcycle they own/ride within 180 – 365 days after BRC completion. This provides

riders time to gain experience before taking the ERC. Riders may attend ERC prior to 180 days after BRC completion provided the unit motorcycle mentor recommends approval to the Installation Safety Office.

(5) Soldiers and civilian employees who have not completed the BRC will be allowed to ride a motorcycle, moped, or motor scooter on Fort Riley for the limited purpose of attending the BRC provided they have: (a) proof of registration to include the date, time of the course and a valid POC number; (b) proper insurance; (c) a valid State license with motorcycle endorsement or a valid State learner's permit and is accompanied by an adult who has a valid State license with motorcycle endorsement and who is riding a motorcycle in the general proximity. Soldiers and civilian employees riding under this exception will only be allowed to drive to and from the BRC until the Soldier or civilian employee successfully completes the training.

(6) Riders redeploying from a theater of operation and hold a current MSF-based or ASI certificate or MSF or ASI card must undergo a "check ride" by a designated unit mentor.

(7) Riders returning from deployment on rest and relaxation leave must complete a T-CLOCS inspection before operating a motorcycle, ATV, moped, scooter or dirt bike while on leave. If riders need assistance they may contact the Installation Safety Office.

d. Safety Equipment: All personnel to include Soldiers, civilians, contractors and their passengers operating a motorcycle, moped, motor scooter, or ATV, on Fort Riley will wear complete personal protective equipment and clothing (PPEC). Soldiers must also wear PPEC off post. All other operators are strongly encouraged to wear complete PPEC off the installation. Required PPEC includes:

(1) Helmets: Certified to meet U.S. Department of Transportation (DOT) approved helmet properly fastened under the chin.

(2) Eye Protection: Impact or shatter resistant goggles, wraparound glasses, or full face shield properly attached to the helmet must meet the American National Standard (ANSI) Safety Code Z87.1, for impact and shatter resistance. A windshield alone is not proper eye protection.

(3) Clothing and Footwear: Full-fingered gloves or mittens designed for use on a motorcycle, long trousers, long sleeved shirt or jacket, and sturdy footwear, leather boots or over the ankle shoes.

(4) Visible Garments: High visibility outer upper garments must be worn during the day and retro-reflective upper garments (e.g. reflective vest/belt) must be worn at

night (Sunset until Sunrise) and during periods of limited visibility. Military uniforms do not meet this criterion. Outer upper garments shall be clearly visible and not covered. If a backpack or bag is worn an additional high visibility reflective vest/belt will be placed on the outside of that pack/bag during the day and retro-reflective at night. Motorcycles with lighted Tour Packs do not need additional high visibility or reflective items placed on them; however, the operator and passenger must still wear high visibility or reflective items. Retro-reflective vest or reflective belts for night use do not have to be high visibility. Motorcycle jackets and vest that integrates reflective stripes and piping from the manufacture are authorized wear for night. Soldiers riding in military uniform must wear a high visibility garment during the day or reflective vest/belt over the blouse of the uniform at night.

(5) Off-road Operations: During off-road operations, operators and riders must use additional PPEC, such as knee, elbow, shin guards, padded full fingered gloves. Studies have shown that the wearing of protective equipment reduces the severity of injuries. All military personnel must attend the MSF-based Dirt Bike course.

(6) Tactical motorcycle and ATV operations: Commanders will follow the guidance IAW AR 385-10, para 11-9e and FM 5-19, Composite Risk Management.

e. Other Safety Requirements:

(1) The use of headphones or earphones is prohibited while operating a motorcycle, moped, motor scooter or ATV. However, motorcycle operators may wear motorcycle helmets equipped with operator-passenger intercom systems.

(2) Motorcycles, mopeds, and motor scooters must have two rear view mirrors (one mirror on each side) mounted on handle bars or fairings.

(3) Motorcycles, mopeds, and motor scooters must have headlights illuminated at all times of operation (both day and night).

(4) Installation access authorities must deny access to anyone not wearing proper PPEC.

f. Leadership Responsibilities: Company/Battery/Troop/Detachment commanders will complete an individual Fort Riley Motorcycle/All Terrain Vehicle Operator's Contract (enclosure 1) for their Soldiers who operate vehicles addressed by this policy. Platoon leaders/sergeants will conduct inspections of motorcycles using the Motorcycle Safety Foundation T-CLOCS inspection form (available from unit mentors and the Installation Safety Office) prior to long weekends, holidays and leave/passes. First line leaders will ensure deficiencies are identified and corrected, and that Soldiers are aware of the

consequences of improper operation, prior to permitting motorcycle, moped, motor scooter and ATV operation. First Line Leaders will actively talk with riders to assess and provide guidance on activities involving motorcycles, mopeds, and ATVs.

(2) In the event of a motorcycle, moped, motor scooter, ATV or specialty vehicle accident that results in lost work time, partial or permanent disability or death, unit senior leadership should be prepared to conduct a face-to-face briefing to me concerning the accident. Format for this briefing may be found at enclosure three of this policy. Additionally, an accident investigation officer will be appointed from outside the Soldier's chain of command. The investigating officer will conduct the investigation in accordance with AR 385-10, and provide findings and recommendations to the Battalion Commander and the Installation Safety Office (AFZN-SO) within 15 days of the incident.

(3) Commanders will require BRC refresher training for motorcycle, moped, motor scooter, or ATV operators who are cited for two or more violations, or who have an accident that incurs lost time, or who otherwise demonstrates a lack of self-discipline. Commanders will require the operator's NCO support chain to provide steps to mitigate their high-risk behavior. Commanders will comply with AR 190-5 regarding the revocation/suspension of Soldier operator privileges. The Garrison Commander may revoke/suspend civilian operator privileges IAW AR 190-5. Before revoked/suspended privileges are reinstated, individuals must retake the Motorcycle Safety Foundation, Basic Riders Course.

5. THIS POLICY IS PUNITIVE. Violators are subject to punishment under Federal law and the UCMJ, and other appropriate administrative action to include found to be not in the line of duty. Consult with your Trial Counsel/Labor Counselor for assistance.

6. Questions concerning this policy should be directed to the Installation Safety Office at 239-2514.

ROBERT E. DURBIN
Major General, USA
Commanding

3 Encls
1. Motorcycle/ATV Agreement
2. T-CLOCS Inspection Form
3. Fort Riley Accident AAR Presentation

DISTRIBUTION:
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Fort Riley Motorcycle/Dirt Bike/All Terrain Vehicle Operator's Contract

I understand that I am a Soldier 24 hours a day and the following actions are required for me to operate a Motorcycle/Dirt Bike/All-Terrain Vehicle on- or off-post:

- ✓ I must register my motorcycle with the Fort Riley Provost Marshal.
- ✓ I must complete an Army approved motorcycle, dirt bike, and all terrain vehicle course.
- ✓ My personal protective equipment and Clothing (PPEC) will consist of a Department of Transportation (DOT) approved helmet (properly fastened under the chin), with Impact or shatter resistant eye protection, goggles or a full-face shield attached to the helmet, full-fingered gloves, a long sleeve shirt or jacket, long pants, sturdy boots or over the ankle shoes, and a high visibility garment for day and retro-reflective garment for night.
- ✓ PPEC also applies to any passenger.
- ✓ No matter what the state law is, I will always wear a DOT approved helmet.

I understand that failure to comply with Army regulations could result in my loss of motorcycle driving privileges. I will use the Composite Risk Management methodology to analyze and reduce the risk associated for my planned activities.

I will operate my Motorcycle/Dirt Bike/All-Terrain Vehicle in a safe and disciplined manner.

_____ Date _____
Operator Signature

_____ Date _____
Squad/Section Sergeant

_____ Date _____
ISG Signature

_____ Date _____
Commander Signature